



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

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Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

July 7, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A GRANT AGREEMENT WITH THE STATE OF CALIFORNIA, OFFICE OF
TRAFFIC SAFETY - CARS 'N' KIDS SAFETY PROGRAM**
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to execute Grant Agreement No. PT0529, substantially similar to Exhibit I, with the State of California, Office of Traffic Safety (OTS), to accept funding for the implementation of a Cars 'N' Kids safety program, effective January 1, 2005 through December 31, 2006, in the amount of \$868,000.
2. Delegate authority to the Director of Health Services, or his designee, to execute amendments to Grant Agreement No. PT0529, which do not exceed 25% of the base award, for the period of January 1, 2005 through December 31, 2006, subject to review and approval by County Counsel and notification of the Board Offices.
3. Delegate authority to the Director of Health Services, or his designee, to: a) accept rollover unspent funds from OTS from one State fiscal year to another for the project period of January 1, 2005 through December 31, 2006 to ensure full utilization of grant funds for project activities; and b) extend the program period for the completion of Car 'N' Kids safety program activities upon approval by OTS, subject to available funding and review and approval by County Counsel and notification of the Board Offices.
4. Delegate authority to the Director of Health Services, or his designee, to execute a subcontract agreement with Safe Moves, to provide services for the Cars 'N' Kids safety program, effective upon date of Board approval through December 31, 2006, with provision for automatic renewals on month-to-month basis until either: 1) Safe Moves completes program activities, or 2) midnight June 30, 2007, whichever occurs sooner, with a maximum obligation of \$700,000, 100% offset by State funding, subject to review and approval by County Counsel.

PURPOSE OF THE RECOMMENDED ACTIONS/JUSTIFICATION:

Approval of these recommended actions allows the Department of Health Services (DHS or Department) to accept State OTS funding and secure the services of Safe Moves for the implementation of a Car 'N' Kids safety program.

DHS, in collaboration with Safe Moves, will implement a safety program which is designed to increase awareness of vehicle safety and decrease the number of vehicle-related collisions caused by young drivers. An innovative program is necessary to reach pre-teens in order to develop skills and awareness so that they become qualified drivers with positive attitudes about traffic safety.

FISCAL IMPACT/FINANCING:

The total program cost for the period of January 1, 2005 through December 31, 2006 is \$924,950 of which \$868,000 is funded by the State OTS and \$56,950 is County in-kind contribution of personnel support for the program. The funding is allocated as follows: \$417,109, for the period of January 1, 2005 through September 30, 2005, \$431,216, for the period of October 1, 2005 through September 30, 2006 and \$19,675, for the period of October 1, 2006 through December 31, 2006.

As a condition of receiving this grant, the County will contribute \$56,950 in kind in existing resources over the term of the project, for the implementation of the Cars 'N' Kids programs related to this grant agreement. There is no additional net County cost associated with this action.

An Assistant Staff Analyst Health will be assigned 50% of the time to provide support for Car 'N' Kids program and 50% of the time to provide support for the Wheel Smart project which was previously approved by the Board on November 30, 2004. This position will be fully offset by State funding.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

Funding will be included in the Fiscal Year 2005-06 Supplemental Phase of the budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On February 14, 2005, DHS' Injury Violence Prevention Program (IVPP) received Grant Agreement No. PT 0529 in the amount of \$868,000, from the State OTS to implement the Cars 'N' Kids safety program for students between the ages of 11 and 16 years at middle and high schools within the County. The lack of school-based and/or affordable driver education programs has created a generation of unskilled teen drivers.

The Car 'N' Kids safety programs include: 1) Car Safety Workshops which are geared toward each grade level and will provide education on seat belts, child restraint seats, safe passenger behavior, and safe behavior around vehicles while in traffic and while parked, and 2) Car Safety Rodeo programs which are interactive programs consisting of students in grades 6 through 10, who drive miniature cars through a traffic simulation course. Approximately 2,000 safety workshops and 500 car safety rodeos will be conducted over the project period.

The Honorable Board of Supervisors
July 7, 2005
Page 3

The Agreement with Safe Moves will provide programs to attempt to decrease the number of vehicle-related collisions caused by young drivers and promote an awareness of vehicle safety among teens to prepare them for a higher level of responsibility as future motor vehicle operators. Disney/Pixar will participate in this project with the cross promotion of car safety in conjunction with the release of their animated film CARS.

Attachments A and B provide additional information.

County Counsel has approved Exhibit I as to form.

CONTRACTING PROCESS:

Under the terms of the State OTS grant application, non-governmental organizations were not allowed to apply for funding unless they were partnered with governmental organizations.

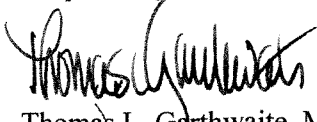
Safe Moves was previously selected by the State's OTS to provide services in Los Angeles County.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Acceptance of the grant funds and the subcontract with Safe Moves will allow for the implementation of a Car 'N' Kids safety program to educate pre-teens on vehicle safety.

When approved, this Department requires four signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:rm

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLCD3984.RM.wpd

SUMMARY OF AGREEMENT**1. TYPE OF SERVICE:**

The State Office of Traffic Safety Grant Agreement allows the Department of Health Service's Injury Violence and Prevention Program to implement a Cars 'N' Kids safety program in middle and high schools in the County.

2. AGENCY ADDRESS AND CONTACT PERSONS :

State Department of Health Services
Office of Traffic Safety
7000 Franklin Boulevard, Suite 440
Sacramento, California 95823
Contact: Patricia Mora Rey, Regional Coordinator
Telephone Number: (916) 262-0981

3. TERM:

The term of the grant agreement is January 1, 2005 through December 31, 2006.

4. FINANCIAL INFORMATION:

The total program cost for the period of January 1, 2005 through December 31, 2006 is \$924,950, of which \$868,000 is funded by the State OTS and \$56,950 is County in-kind contribution of personnel support for the program. The funding is allocated as follows: \$417,109, for the period of January 1, 2005 through September 30, 2005, \$431,216, for the period of October 1, 2005 through September 30, 2006 and \$19,675, for the period of October 1, 2006 through December 31, 2006.

As a condition of receiving this grant the County will contribute \$56,950 in-kind in existing resources for the implementation of the Cars 'N' Kids safety program related to this grant agreement. There is no additional net County cost associated with this action.

An Assistant Staff Analyst Health will be assigned 50% of the time to provide support for Car 'N' Kids program and 50% of the time to provide support for the Wheel Smart project which was previously approved by the Board on November 30, 2004. This position will be fully offset by State funding.

Notwithstanding the fact that the grant effective date is January 1, 2005, no funds have been expended on this project, pending Board approval.

Funding will be included in the Fiscal Year 2005-06 Supplemental Phase of the budget process.

5. GEOGRAPHIC AREAS SERVED:

Countywide.

6. ACCOUNTABLE FOR MONITORING:

Michelle T. Parra, Ph.D. Director, Injury and Violence Prevention Program

7. APPROVALS:

Public Health:	John F. Schunhoff, Ph.D., Chief of Operations
Contracts and Grants Division:	Cara O'Neill, Chief
County Counsel (approval as to form):	Allison Morse, Deputy County Counsel

ATTACHMENT B

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Office of Traffic and Safety-Grant Agreement for the Cars 'N' Kids safety program

Funding Agency

State OTC

Program (Fed. Grant #/State Bill or Code #)

Grant No. PT0529

Grant Acceptance Deadline

Total Amount of Grant Funding: \$868,000

County Match Requirements \$56,950

Grant Period: CY 2005-06

Begin Date: January 1, 2005

End Date:

December 31, 2006

Number of Personnel Hired Under this Grant: 1

Full Time

Part Time X

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes X No

Will all personnel hired for this program be placed on temporary ("N") items? Yes X No

Is the County obligated to continue this program after the grant expires Yes No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes No X

b). Identify other revenue sources Yes No X

(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes X No

Impact of additional personnel on existing space:

N/A

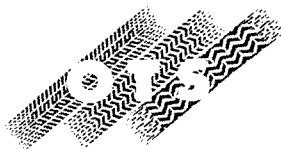
Other requirements not mentioned above

N/A

Department Head Signature

Date

7/7/05



State of California
Business, Transportation & Housing Agency

PROJECT NUMBER
PT0529

OFFICE OF TRAFFIC SAFETY
GRANT AGREEMENT

PAGE 1 (To be completed by applicant Agency)

1. PROJECT TITLE

CARS N KIDS

2. NAME OF APPLICANT AGENCY

LOS ANGELES COUNTY, DEPARTMENT OF HEALTH SERVICES, INJURY &
VIOLENCE PREVENTION PROGRAM

3. AGENCY UNIT TO HANDLE PROJECT

INJURY & VIOLENCE PREVENTION PROGRAM

4. PROJECT PERIOD

Month - Day - Year

From: **January 1, 2005**

To: **December 31, 2006**

5. PROJECT DESCRIPTION (Summarize the project plan covering the objectives, method of procedures, evaluation, and end product in approximately 100 words. Space is limited to six lines.)

Cars 'N' Kids will implement a safety program in Los Angeles County for teens between the ages of 11 and 16 years in order to increase the awareness of vehicle safety and to decrease the number of vehicle-related collisions caused by young drivers. This program will create positive attitudes towards car safety while reinforcing the acceptance of the personal traffic safety responsibility of teens. In addition, the attitudes developed in this project will influence a student's inclination to like responsibility for personal safety. As these teens mature, traffic safety education will prepare them for a higher level of responsibility as future motor vehicle operators. Approximately 2,000 safety workshops and 1000 car safety rodeos will be conducted over a two-year period. Workshops will be geared toward each grade level and will include education on seat belts, child restraint seats, safe passenger behavior, and safe behavior around vehicles while in traffic and parked. The Car Safety Rodeo is an interactive program consisting of students in grades 6-10, driving miniature cars through a traffic simulation course. Disney/Pixar will participate in this project with the cross promotion of car safety in conjunction with the release of their animated film CARS.

6. FEDERAL FUNDS ALLOCATED UNDER THIS AGREEMENT SHALL NOT EXCEED: **\$ 868,000.00**

7. APPROVAL SIGNATURES

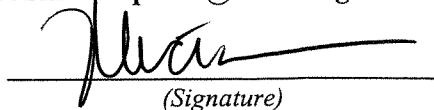
A. PROJECT DIRECTOR

NAME: **Michelle T. Parra, Ph.D.** PHONE: 213 351-7888

TITLE: **Director** FAX: 213 351-2714

ADDRESS: 3530 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010

E-MAIL: **miparra@ladhs.org**


(Signature)

1-5-05
(Date)

B. AUTHORIZING OFFICIAL OF APPLICANT AGENCY

NAME: **Jonathan E. Fielding, MD** PHONE: (213) 240-8117

TITLE: **Director of Public Health and Health Officer** FAX: (213) 975-1275

ADDRESS: 313 North Figueroa Street, Room 127
Los Angeles, CA 90012

E-MAIL: **jfielding@dhs.co.la.ca.us**


(Signature)

1/12/05
(Date)

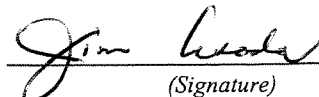
C. FISCAL OR ACCOUNTING OFFICIAL

NAME: **Jim Asada** PHONE: (323) 890-7823

TITLE: **Grant Manager** FAX: (323) 890-8545

ADDRESS: 5555 Ferguson Drive
Commerce, California 90022

E-MAIL: **jasada@dhs.co.la.ca.us**

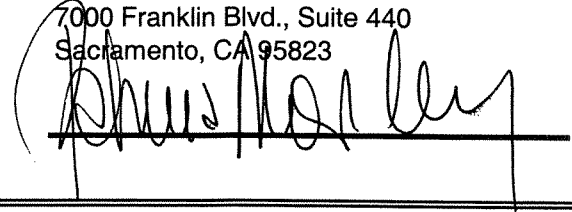
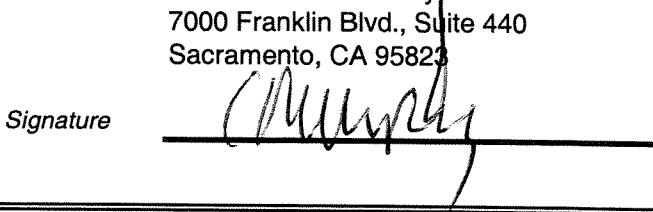

(Signature)

1/13/05
(Date)

D. OFFICE AUTHORIZED TO RECEIVE PAYMENTS

NAME: **Belinda Sngun**

ADDRESS: 5555 Ferguson Drive
Commerce, California 90022

EFFECTIVE DATE OF AGREEMENT: <u>1/1/2005</u>		GRANTEE <u>LOS ANGELES CO DHS</u>		PROJECT NO. <u>PT0529</u>																								
i. Action No. <u>1</u> Date: <u>1/31/2005</u>		10. TYPE OF AGREEMENT		Initial <input checked="" type="checkbox"/>	Revision																							
Revision No. Date:		FUND 402	PROGRAM 05-PT	TASK NO. 5	F.Y. 2005																							
j. Action Taken		11. FUNDING DISPOSITION & STATUS																										
Initial approval 2005 HSP funds obligated. State FY 2004-05 2700-101-0890 (208/04) <i>Federal Catalog No. 20.600</i>		<table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Fiscal Year</th> <th style="text-align: right;">Amount</th> </tr> <tr> <td>2004-05</td> <td style="text-align: right;">417,108.68</td> </tr> <tr> <td>2005-06</td> <td style="text-align: right;">431,216.01</td> </tr> <tr> <td>2006-07</td> <td style="text-align: right;">19,675.31</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">Total</td> <td style="border-top: 1px solid black; text-align: right;">868,000.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Obligated This Action</td> <td style="text-align: right;">417,108.68</td> </tr> <tr> <td>Previously Obligated</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Amount Obligated</td> <td style="text-align: right;">417,108.68</td> </tr> <tr> <td>Amount Suspended</td> <td style="text-align: right;">450,891.32</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 3px double black;">TOTAL FUNDS PROGRAMMED</td> <td style="border-top: 1px solid black; border-bottom: 3px double black; text-align: right;">868,000.00</td> </tr> </table>				Fiscal Year	Amount	2004-05	417,108.68	2005-06	431,216.01	2006-07	19,675.31	Total	868,000.00			Obligated This Action	417,108.68	Previously Obligated	0.00	Total Amount Obligated	417,108.68	Amount Suspended	450,891.32	TOTAL FUNDS PROGRAMMED		868,000.00
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12. BUDGET SUMMARY (From Schedule B Detail) - FISCAL YEAR GRANT PERIOD ENDING: <u>9/30/2005</u>																												
COST CATEGORY	2005 GRANT PERIOD	PRIOR GRANT	2004-05 TOTAL GRANT	TOTAL PROJECT BUDGET ESTIMATE																								
A. Personnel Costs	35,398.85	0.00	35,398.85	95,576.77																								
B. Travel Expenses	3,000.00	0.00	3,000.00	6,000.00																								
C. Contractual Services	350,000.00	0.00	350,000.00	700,000.00																								
D. Equipment	0.00	0.00	0.00	0.00																								
E. Other Direct Costs	23,400.00	0.00	23,400.00	52,086.72																								
F. Indirect Costs	5,309.83	0.00	5,309.83	14,336.51																								
TOTAL FEDERAL FUNDS	417,108.68	0.00	417,108.68	868,000.00																								
13. PROJECT APPROVAL & AUTHORIZATION TO EXPEND OBLIGATED FUNDS																												
A. APPROVAL RECOMMENDED BY			B. AGREEMENT & FUNDING AUTHORIZED BY																									
NAME: PATRICIA MORA REY TITLE: Regional Coordinator PHONE: (916) 262-0981 E-MAIL: pmora@ots.ca.gov Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 			NAME: CHRISTOPHER J. MURPHY TITLE: Interim Director Office of Traffic Safety 7000 Franklin Blvd., Suite 440 Sacramento, CA 95823 <i>Signature</i> 																									

SCHEDULE A
PROJECT No: PT0529

PROJECT DESCRIPTION

PAGE 1

BACKGROUND

A. GENERAL CHARACTERISTICS

The Injury & Violence Prevention Program measures and monitors the occurrence of injuries between specific population groups and implements programs and strategies to reduce the morbidity and mortality caused by injury. The Injury & Violence Prevention Program is dedicated to reducing injuries through prevention projects in drowning, motor vehicle occupancy, pedestrian, falls in the elderly, firearm, suicide, and poisoning. The Injury & Violence Prevention Program implements prevention projects among County Hospitals, Clinics, Service Planning Areas, community-based organizations, and collaborates among public agencies within Los Angeles County government and other public agencies within the County of Los Angeles.

B. STREET AND HIGHWAYS

Los Angeles County has 527 miles of freeway and 382 miles of conventional highway. On the average day, 92 million vehicle miles are driven in L.A. County.

C. OPERATING DEPARTMENTS

The Los Angeles County Department of Health Services employs over 23,000 people with an annual budget of more than 2.5 billion dollars. The Department is divided into three sections: Administrative and Financial Services, Personal health Services, and Public Health Programs and Services (PHP&S). The purpose of the PHP&S branch is to protect health, prevent disease, and promote health and well being for all people in Los Angeles County. The Injury & Violence Prevention Program of the PHP&S employs several professionals who are dedicated to decreasing the impact of injury and violence in the population of Los Angeles County.

D. EXISTING SYSTEMS

A wide range of activities from health, law enforcement, health education, and disease control to drug and alcohol abuse rehabilitation, personal health care services and child abuse prevention have been developed to accomplish the public health mission.

PROBLEM STATEMENT

Data show that teen drivers cause 14% of all vehicle-related deaths and injuries. The lack of school-based and/or affordable driver education programs has created a generation of unskilled teen drivers.

An innovative program is necessary to reach the pre-teen drivers in order to establish skills and awareness for them to become qualified drivers with positive attitudes about traffic safety.

In addition, students need to experience their own vulnerability as pedestrians and bicyclist in traffic by sitting behind the wheel of a car in traffic. By taking the role of the driver, students will see how easily a driver is distracted and how much is involved in operating a vehicle safely.

SCHEDULE A**PROJECT NO: PT0529****PROJECT DESCRIPTION****PAGE 2**

Summary of Vehicle-Related Deaths and injuries for 2000 in the City of Los Angeles

VICTIM AGE	KILLED	INJURED
11	1	22
12	1	24
13	1	25
14	3	21
15	0	28
16	2	33
Total	8	153

Summary of Vehicle-Related Deaths and injuries for 2001 in the County of Los Angeles

VICTIM AGE	KILLED	INJURED
11	2	9
12	6	8
13	2	10
14	6	8
15	9	14
16	6	21
Total	31	70

Summary of Vehicle-Related injuries for 2002 in the County of Los Angeles

VICTIM AGE	INJURED
10-14	116
15-19	92
Total	208

Summary of Vehicle-Related injuries for 2002 in the City of Los Angeles

VICTIM AGE	INJURED
10-14	52
15-19	49
Total	101

ATTEMPTS TO SOLVE THE PROBLEM

Data show that teen drivers cause 14% of all vehicle-related deaths and injuries. The lack of school-based and or affordable driver education programs has created a generation of unskilled teen drivers. An innovative

SCHEDULE A
PROJECT No: PT0529

PROJECT DESCRIPTION

PAGE 3

program is necessary to reach the pre-teen drivers in order to establish skills and awareness for them to become qualified drivers with positive attitudes about traffic safety.

Part #1 Car Safety Workshops-

Workshops will be geared toward each grade level and will include education on seat belts, child restraint seats, safe passenger behavior, and safe behavior around vehicles while in traffic and parked.

The workshops will include an exhibit consisting of traffic signs, signals, cars, and displays of the most dangerous traffic situations for students. In addition, students are involved with the educational process by participating in the demonstrations that include their own perceptions of hazards created by vehicles. The lesson plans are designated to accommodate the abilities, cognitive learning skills and the comprehension of each age group in the different diverse communities in the county of Los Angeles.

Part #2 Car Safety Rodeo-

The Car Safety Rodeo is an interactive program consisting of students in grades 6-10, driving miniature cars through a traffic simulation course. The traffic simulation course consists of streets, sidewalks, intersections, crosswalks, a residential area, a business area, railroad tracks with signals, trucks, emergency vehicles, buses, cars, pedestrians, and bicyclists. The course is designed to simulate the diverse traffic environments in Los Angeles County so that these pre-teen drivers can be trained on the skills and responsibilities they have as motor vehicles operators. In addition, students will have the experience of a driver so they can understand how vulnerable pedestrians and bicyclists are when in traffic.

Part #3: Disney/Pixar Films Cross Promotion with animated feature film *CARS* –

Disney has agreed to work with Safe Moves on the promotion of car safety in conjunction with the release of their animated film *CARS* and will provide the following:

- a. Signage at participating movie theaters in Los Angeles County with car safety message
- b. Promotional giveaways to participants in the Cars n' Kids Program
- c. PSA announcements featuring celebrities from *CARS*.
- d. Kick-off media event featuring celebrities from *CARS*.

PROJECT GOALS

1. To decrease the number of vehicle-related collisions caused by young drivers between the ages of 15 and 18 by 20% from the 2001 base year of 3,359 to 2,687 by 12/31/06.
2. To reduce the total number of persons killed in traffic collisions 10 % from the calendar 2001 base year total of 40 to 36 by.
3. To reduce the total number of persons injured in traffic collisions 10 % from the calendar 2001 base year total of 5,702 to 5132 by January 31, 2006

SCHEDULE A
PROJECT NO: PT0529

PROJECT DESCRIPTION

PAGE 4

PROJECT OBJECTIVES

1. To conduct 2,000 Workshops for 250,000 students between the ages of 11 and 16 years at middle and high schools located in Los Angeles County by 12/31/06.
2. To conduct 500 Car Safety Rodeos for 62,500 students between the ages of 11 and 16 years at middle and high schools, and at twenty-five (25) community events in Los Angeles County by 12/31/06.
3. To implement a data tracking system to identify vehicle-related collisions and to communicate the information to school and community leaders on a monthly basis.
4. To conduct pre and post tests to all participants to evaluate the effectiveness of the educational program.
5. To conduct a press conference/media event to kick off *Kids 'n' Cars* by April 2005.
6. To issue a press release announcing the kick-off of the project by May 19, 2005. The press releases and media advisories, alerts, and materials must be forwarded to your OTS Regional Coordinator and the OTS Public Information Officer at pio@ots.ca.gov for approval 5 days prior to the issuance date of the release.
7. To submit resulting electronic media articles to the OTS Public Information Officer by e-mail at pio@ots.ca.gov and OTS Regional Coordinator, or fax printed clips to (916) 262-2960. Include publication name and date the article was published on all clips.
8. To use the following standard language in all press, media, and printed materials: ***"Funding for this program was provided by a grant from the California Office of Traffic Safety, through the Business, Transportation and Housing Agency."***
9. To e-mail the OTS Public Information Officer at pio@ots.ca.gov and OTS Regional Coordinator at least one month in advance, a short description of any new traffic safety event or program.

METHOD OF PROCEDURE

Phase 1 – Program Preparation

1. Identify target schools for 2,000 Workshops and 500 Car Safety Rodeos in Los Angeles County.
2. Prepare and send out letters describing the program and requesting a date to schedule the Workshops and Rodeos.
3. Produce Workshop instructional tools (work booklets and demonstration exhibits including traffic safety mini city instructional board).
4. Produce Car Safety Rodeo sets including operated cars.
5. Produce and print pre and post program tests.
6. Schedule a "kick-off" media event and prepare press releases and event agenda including official invitation list.

Phase 2 – Program Scheduling

1. Call all target schools to schedule dates for Workshops and Car Safety Rodeos.
2. Schedule meeting with school officials to discuss implementation of program and distribute pre-program tests.
3. Mail out letters to confirm schools scheduled for Workshops and Car Safety Rodeos.
4. Produce "kick-off" media event

SCHEDULE A
PROJECT No: PT0529

PROJECT DESCRIPTION

PAGE 5

Phase 3 – Program Implementation

1. Conduct Workshops
2. Administer Post Program Tests
3. Collect Evaluation and Certification from schools
4. Conduct promotional tie-ins with Disney film CARS including television public service announcements.

Phase 4 – Program Implementation

1. Conduct Car Safety Rodeos
2. Administer Pre-Program Tests
3. Collect Evaluation and Certification Forms from schools
4. Conduct promotional tie-ins including media event associated with the opening of the Disney film CARS
5. Administer Post-Program Tests

Phase 5 – Data Gathering & Analysis

1. Collect and evaluate Pre and Post Program Tests
2. Conduct media event with the

Phase 6 – Final Report and Executive Summary

Begin the Final Report and Executive Summary in accordance with OTS requirements specified in the Grant Program Manual, Chapter 7. Both will be submitted to OTS within 60 days after the grant ends.

METHOD OF EVALUATION

Using the data compiled, the project manager will evaluate: (1) how well the stated project goals(s) and objectives were accomplished; (2) if all the activities outlined in the Method of procedures were performed in accordance with the grant agreement; and (3) was the project cost effective?

STATEMENT OF INTENT

The County of Los Angeles Department of Health Services, Injury and Violence Prevention Program in cooperation with Safe Moves is dedicated to the institutionalization of the Cars 'n' Kids program within the County of Los Angeles. The fulfills the Public Health Programs and Services mission to protect health, prevent disease and promote health of all persons residing in Los Angeles County. It is the intent of the Injury and Violence Prevention Program to continue with the implementation of the Cars 'n' Kids after OTS funding has been completed.

SCHEDULE A-1

PROJECT NO: PT0529

ADMINISTRATIVE SUPPORT STATEMENT – Explain what type of priority this project has in your jurisdiction.

The County of Los Angeles Department of Health Services is dedicated to the implementation of the Cars 'n' Kids Injury Prevention Program within the County of Los Angeles. In order to reach the goals and objectives of this project the Department of Health Services will dedicate resources and budget funds as shown below. The Los Angeles County Board of Supervisors has endorsed this project by resolution, interest in program start-up date, interest in expansion to other supervisorial districts, and by budgeting funds as shown below support for of the program.

AGENCY CONTRIBUTION – Explain what services or funds are being contributed by your agency in support of this project.

Contributed Item	%	FY-1	FY-2	FY-3
Director, Injury and Violence Prevention Program	16%	9304	12278	2629
Epidemiology Analyst	6%	2003	2736	1124
Intermediate Typist Clerk	8%	1950	2664	666
EB's		5312	7083	1771
Indirects		2786	3714	929
Totals		21,356	28,475	7119
Total Agency Contribution		56,950		

SCHEDULE B
PAGE 1
DETAILED BUDGET ESTIMATE

PROJECT NO. PT0529
Cars N Kids

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 01/1/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10-01-06 12-31-06	FY-4	
A. PERSONNEL COSTS					
<u>Positions and Salaries</u>					
Assistant Staff Analyst, Health (\$32.28 per hr.) at 50%	25,273.00	8,424.00			33,697.00
Assistant Staff Analyst, Health (effec. 01-01-06 COLA increase \$33.08 per hr.) at 50%		25,905.00	8,635.00		34,540.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Employee Benefits @ 40.0659%	10,125.85	13,754.22	3,459.69		27,339.77
Category Sub-Total	35,398.85	48,083.22	12,094.69	0.00	95,576.77
B. TRAVEL EXPENSE					
In state	3,000.00	3,000.00			6,000.00
					0.00
					0.00
Category Sub-Total	3,000.00	3,000.00	0.00	0.00	6,000.00
C. CONTRACTUAL SERVICES					
Traffic Safety Education	350,000.00	350,000.00			700,000.00
					0.00
					0.00
Category Sub-Total	350,000.00	350,000.00	0.00	0.00	700,000.00

SCHEDULE B
PAGE 2
DETAILED BUDGET ESTIMATE

PROJECT NO. PT0529
Cars N Kids

COST CATEGORY	FISCAL YEAR ESTIMATES				TOTAL COST TO PROJECT
	FY-1 01/1/05 9/30/05	FY-2 10/1/05 9/30/06	FY-3 10-01-06 12-31-06	FY-4	
D. EQUIPMENT					
					0.00
					0.00
					0.00
					0.00
Category Sub-Total	0.00	0.00	0.00	0.00	0.00
E. OTHER DIRECT COSTS					
Printing	23,400.00	22,920.30	5,766.42		52,086.72
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Category Sub-Total	23,400.00	22,920.30	5,766.42	0.00	52,086.72
F. INDIRECT COSTS					
15% of Total Personnel Costs	5,309.83	7,212.48	1,814.20		14,336.52
Category Sub-Total	5,309.83	7,212.48	1,814.20	0.00	14,336.52
PROJECT TOTAL	417,108.68	431,216.01	19,675.31	0.00	868,000.00

BUDGET NARRATIVE**PAGE 1**Personnel Costs:

The LA County Department of Health Services will designate an Assistant Staff Analyst, Health to administer the grant and monitor services provided by the Contractor. Hourly rate is \$32.28 and the number of hours dedicated to the Project is 20 hours per week (this is a 50% position). Benefits for this position are a rate of 40.0659%. A duty statement for this position is attached.

Employee Benefit Breakdown:

FICA	1.08094%
SUI	0.08609%
WORKER'S COMPENSATION	4.38123%
RETIREMENT	17.99952%
INSURANCE	13.15767%
OTHER	3.36045%

TOTAL 40.06590%

Travel Expenses:

OTS funds will be used for in-state travel to OTS sponsored conferences. All travel will be claimed at the County of Los Angeles approved travel rate.

Contractual Services:

The LA County Department of Health Services will contract with a traffic safety education consultant to implement the Cars 'n' Kids Program. The funds allocated for contractual services will include all costs associated with the implementation of the program including staff, administration of Disney promotion, equipment including miniature cars and rodeo course, liability insurance, automobile insurance and all other related program costs.

Other Direct Costs:

OTS funds will be used for printing of safety literature. All printed materials will contain a traffic safety message and pertaining logos if space permits. The printed materials will be distributed at each of the workshops, the rodeos and the promotions to all participants.

Indirect Costs:

Indirect Costs is 15% of the salary including employee benefits.

Program Income:

There will be no income generated by this program.

**Terms, Conditions, and Certifications Specific to the Agreement
Between the Office of Traffic Safety and the Applicant Agency**

APPLICANT AGENCY	OTS PROJECT NUMBER
Los Angeles County, Department of Health Services, Injury & Violence Prevention Program	PT0529

The following are included herein and constitute a part of this Agreement:

OTS-38 – Page 1	Schedule B-1 – Budget Narrative
Schedule A – Project Description	Schedule C – Quarterly Evaluation Data (when required)
Schedule A-1 – Administrative Support Statement	OTS-33 – Terms, Conditions, and Certifications Specific to the Agreement Between OTS and the Applicant Agency
Schedule B – Detailed Budget Estimate	General Terms, Conditions, and Certifications*

*See OTS Grant Program Manual, Volume II, Chapter 6. Volume II, available on-line at www.ots.ca.gov.

TERMS AND CONDITIONS

It is understood and agreed by the Project Director and Authorizing Official that any grant received as a result of this Agreement is subject to all federal and state regulations governing grants and to those controls expressed in the California Traffic Grant Program Manuals which include, but are not limited to:

1. Quarterly Performance Reports and Reimbursement Claims must be submitted by the Project Director to the Office of Traffic Safety by January 31, April 30, July 31, and October 31, during each year of project operation.
2. OTS will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a grantee fails to comply with any term or condition of the grant contract or program guidelines (**Volume II, Chapter 3.13**). This may include, but is not limited to, the following:
 - Failure to submit acceptable and timely reimbursement claims.
 - Failure to submit acceptable and timely quarterly performance reports; and
 - Failure to submit an acceptable and timely Schedule C (Quarterly Evaluation Data OTS-38g). (Applies only when a Schedule C has been required.)
3. If, during the term of the grant award, federal funds become reduced or eliminated, OTS may immediately terminate or reduce the grant award upon written notice to the project director.
4. By October 31, “continuing” projects must submit a September 30 claim and a written justification to support carrying forward prior year unexpended funds. September 30 claims and written justifications, supporting the carrying forward of prior year unexpended funds, submitted after November 30, will not be processed. The prior claim (i.e., June 30) will be considered the year-end claim in order to close out the federal fiscal year ending September 30. In addition, prior year unexpended funds will be deobligated and allocated to new projects.

5. All documentation required to request a project revision (i.e., time extensions, budget category changes, and etc.) must be submitted to OTS prior to the effective date of change(s). For example: OTS will not consider a request for a grant period time extension unless all necessary paperwork is submitted prior to the existing grant termination date. Prior approval is required for all project revisions (**Volume II, Chapter 3.8**).
6. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
7. Additional terms and conditions identified in the **OTS Grant Program Manual, Volume II, Chapter 6, General Terms, Conditions, and Certifications (Exhibit 6-A)**, are incorporated herein by reference and made a part of this document.

Enforcement Agencies Only:

8. Full time personnel funded under this project shall be dedicated in total to traffic law enforcement.

EXCEPT:

- In the case of a criminal offense committed in the officer's presence.
- In the case of response to an officer in distress.
- In the case of a riot where all available personnel must be committed.

9. Equipment funded under this project is subject to the same requirements as No. 8 above.

We, the officials named below, hereby swear that we are duly authorized legally, to bind the contractor or grant recipient to the above described terms and conditions. Executed on the date and in the county below, and is made under penalty of perjury under the laws of the State of California.

PROJECT DIRECTOR'S NAME

Michelle T. Parra, Ph.D.

PROJECT DIRECTOR'S SIGNATURE

➤

TITLE

Director, Injury and Violence Prevention Program

EXECUTED IN THE COUNTY OF

Los Angeles

DATE EXECUTED

1-5-05

AUTHORIZING OFFICIAL'S NAME



AUTHORIZING OFFICIAL'S SIGNATURE

➤

TITLE

EXECUTED IN THE COUNTY OF

DATE EXECUTED